

Job Reference: HKLBA-11-01
Provision of Soft Bowls
for the Hong Kong Lawn Bowls Association

Please read this Annex carefully before submitting your quotation.

Part A - Terms and Conditions

Quotations

1. You are requested to submit a quotation for production **500 sets of Soft Bowls** to the Hong Kong Lawn Bowls Association (HKLBA) in accordance with the terms and conditions and specifications stipulated in Parts A and B of this Annex.

Submission of Quotation

2. Please refer to Part B of this Annex for the service specification and submit your quotation by completing Part C of this Annex and returning it to HKLBA. Quotation submitted not in the format as stated in the Part C of this Annex may **not** be considered.
3. All quotation must be submitted before 12:00 pm, **June 30, 2011..**

Accuracy of Quotation

4. You should make certain that the quotation is accurate before submission. Under no circumstances will HKLBA accept any request for amendment to the quotation submitted.

Basis for Acceptance

5. You should note that your offer will be considered **on overall basis.**

Delivery of Finished Products

6. You are required to deliver the sample and finished product to HKLBA's Office at your own expenses.

Default

7. After acceptance of your quotation, if you are unable to provide the required service on time, HKLBA will arrange the service with other supplier and you are liable to pay any sum so incurred in excess of the price of the services which would have been obtained under this contract.

Payment Method

8. All invoices must be forwarded to HKLBA. The amount due will be settled by direct credit to your bank account, or by cheques issued to your company by the Association.

Enquiry

9. Any enquiries please direct to Ms Elsie Luk, Development Officer of the Hong Kong Lawn Bowls Association at 3184 0747 or email elsie@hklba.org.

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Part B – Service Specification

- 1) To produce **500 sets** of soft bowls under the specification below and after HKLBA's approval on the sample.

ITEM – Soft bowls

Description: Coloured soft bowls

Design : See attached design

Colour: Light Green (Pantone 375 or equivalent)

Embroidery: HKLBA logo: single colour and 4cm (W) on one side. Half of the quantity will use blue (Pantone Reflex Blue) and half in red (Pantone 185).
A circle: single colour (red or blue) with a 7cm diameter for the outer ring and 5cm diameter for the inner ring. Half of the quantity will use blue and half in red.

Material: Polyvinyl chloride (no burrs, no shrink and durable)

Size : See attached

Weight: 170g – 175g

Surface: The surface should be polished

Quantity: 500 sets, each set contains eight bowls (four with the blue logo and four with red logo (**Final order may vary up to 30%**) Exact quantity to be confirmed by the HKLBA Office.)

Packing: Each set of eight bowls should present in a non-woven or nylon bag with drawstring.
- Size 35cm (W) X 50cm (L) in rectangular shape.
- Blue (Pantone 274) with white HKLBA logo (15 cm width) silkscreen on one side
- Black colour drawstring

Delivery: To be completed and delivered in full quantity to the HKLBA office or one specified location by **30 August 2011**.

Invoicing: The Contractor is to submit a separate invoice to the HKLBA office after delivery is accepted.

- 2) To provide **a fully coloured sample** for HKLBA's approval and to amend the colour and quality to HKLBA's satisfaction.

- 3) To deliver the colour proof and finished product to the HKLBA office at Room 2010, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong.

- 4) Delivery schedule

- Artwork available date: Immediate.
- Colour sample delivery date: to be advised in the quotation.
- Finished product delivery date: to be delivered **by 30 August 2011 the latest**

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Part C – Quotation submitted by Service Provider

To: Hong Kong Lawn Bowls Association
(Attention: Ms. Elsie Luk, Tel: 3184 0747)

Fax: 2577 5621

We agree to provide the services as requested by the Hong Kong Lawn Bowls Association on the terms and conditions stipulated in Part A of this Annex; to the specifications specified in Part B of this Annex; and at the following prices. The prices quoted should include all necessary charges.

Item	Price
Production of 500 set of soft bowls \ (including providing colour sample, revised sample as required by HKLBA and delivery,)	
Production of 350 set of soft bowls \ (including providing colour sample, revised sample as required by HKLBA and delivery,)	
Production of 650 set of soft bowls \ (including providing colour sample, revised sample as required by HKLBA and delivery,)	

Name of Company : _____

Signature of Authorised Person and Company Chop : _____

Name of Contact Person : _____

Company Address : _____

Telephone No. : _____ Fax No. : _____

E-mail address : _____